

Elsy Nimer Khalaf

Personal and Contact Information

Nationality: Lebanese

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Career Objective

To obtain a challenging position in a reputable organization to expand my learning, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Education Summary

2014-2016: masters in socio-economic development / Lebanese university - section v-institute of social sciences.

2012-2013: merit in the sociology of education / Lebanese university - section v-institute of social sciences.

2011-2012: degree in sociology / Lebanese university section v-institute of social sciences

2007-2008: Lebanese baccalaureate (socio-economy) / maghdouche official high school.

2021- present: first year psychology at Lebanese university.

2021- present: master of psycho-social counseling and guidance at Lebanese university.

Work Experience in details

December 2021 – February 2022: the international Labour office (ILO) and the central administration of statistics.

position: data collector at central administration of statistics and ILO in a project of living conditions of families in Lebanon.

Main duties of responsibility:

- ✓ Call families by phone to confirm the changes that occurred after the crisis and Corona virus.
- ✓ If the family number changes, get new information from a new family
- ✓ Collaborate as a team under the supervision of those responsible for the project and help get the target.

November 2017 – June 2019: the international Labour office (ILO) and the central administration of statistics.

position: editing and coding and cleaning data in a project about: "the housing census in Lebanon and the living conditions of families".

Main duties of responsibility:

- ✓ perform the following tasks and activities.
- ✓ Gets list, questionnaires, maps, and other forms from the archives.
- ✓ Checks for completeness of questionnaires, lists and other forms and for quality of the information and completes the appropriate coding according to the instructions provided to him by CAS survey team,
- ✓ check the questionnaires for missing values, inconsistent values, and for ensuring that the skip is followed.
- ✓ Correct inconsistency, errors and other illogical information according to CAS directives, in some cases, and might have to get in touch with the interviews, supervisors or interviewed households etc, to check with them the information found on the questionnaires, lists, etc, to correct the information.
- ✓ Runs consistency checks on data, spot the source of errors and correct errors according to CAS instructions.
- ✓ Code the "other-specify" items and open-ended questions, based on the guidelines provided by the statistician in charge of the survey at the central Administration of Statistics.
- ✓ Code the questions related to geographic locations, nationality, etc, according to the official and Lebanese classifications.
- ✓ Coordinate with the team of data entry and field workers on the process and follow up of questionnaires and forms.
- ✓ Upon CAS request, attend any meetings with CAS representative and draft report.
- ✓ Requested to protect IT and other equipment and software and survey tools remain to CAS, not allowed to use them for personnel purposes.
- ✓ Execute all other tasks given, by the statistician in charge of the survey and the survey coordinator at the central Administration for statistics.
- ✓ Report to the statistician in charge of the survey and the survey coordinator at the central Administration of statistics.

July 2019- September 2019: central administration of statistics and undp.

position: Editing and coding and cleaning data in a project about: "the living conditions of families in the Palestinian camps in Lebanon.

Main duties of responsibility:

- ✓ perform the following tasks and activities.
- ✓ Gets list, questionnaires, maps, and other forms from the archives.
- ✓ Checks for completeness of questionnaires, lists and other forms and for quality of

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- ✓ Report to the statistician in charge of the survey and the survey coordinator at the central Administration of statistics.

January 2015 -July 2015: Mieh Mieh official school for Syrians displaced children.

position: Arabic and geographic teachers.

Main duties of responsibility:

- ✓ teaching Arabic to the first grade primary and the third grade primary.
- ✓ teaching geography to the first grade primary.
- ✓ The class is 45 min.

2015-2017: the Ministry of Education with Infopro, and Management system international.(MSI)

position: Enumerator in " QITABI " project.

Main duties of responsibility:

- ✓ Go to the selected schools in cooperation with the Ministry of Education
- ✓ We are divided into teams according to the districts in Lebanon, each team contains 5 people.
- ✓ Selected first and second grades.

- ✓ Entering the classes after agreeing with the principal and selecting a group in a random manner without distinction.
- ✓ We tell them about the test and that the rest will be their turn next time.
- ✓ Each person has to fill out 5 forms on the tablet
- ✓ We build a good relationship with the child.
- ✓ The aim was to check the level of the class in the Arabic language, as the content of the questions are all related to the Arabic language.
- ✓ We do not feel the student is weak and do not hint at the answer and vice versa.
- ✓ We accompany the child from class to a room selected by the administration to collect information and return him to class with thanks to him and the teacher

2016-2017: Saida el eslah official school for girl

position: Teaching life skills material for students of Syrian refugees with learning difficulties.

Main duties of responsibility:

- ✓ teaching life skills in a book.
- ✓ Do some classroom activities through games to understand the content of the material

January 2013- june 2014: Siddon national school.

position: Teaching.

Main duties of responsibility:

- ✓ teaching sociology and economic to the first secondary high school.
- ✓ Teaching economic to the First and second year Commerce and Accounting.(BT)

Professional Training, Conferences and volunteer training

February 2022 – july 2022: WozU- Workforce data science program with USAID and tech hub.

2016-2017: Educational courses and education by playing for children with ALLC center..

2013: Intensive English language courses at Nabras Association for social development.

2013: Computer skills courses at Nabras Association for social development.

Conferences

15-16 February 2013: Conference of Social Sciences and the Labor Market - Institute of Social Sciences “Rabieh” - seminar hall.

February 2014: The Second South Conference, Media and Modern Communication, Sociological Approaches. The Lebanese University gathers graduates of the Institute of Social Sciences, Branch 5.

September 2014: Participation in the Women's Meeting entitled: Confronting the culture of women's marginalization in the church and society with world student christian federation in Egypt (WSCF).

September 2014: Participation in the Summer University entitled: Ecumenical Education and Upbringing on Dialogues and Human Rights with world student christian federation (WSCF) in Egypt.

2-3 December 2015: New Media The second conference of the Ministry of Information at the Higher Institute of Doctor of Arts, Humanities and Social Sciences.

www.ministryinfo.gov.lb.

October 2018: Participation in the Christian-Islamic youth meeting entitled: Religious Freedom in the Arab World with WSCF (world student christian federation) in Lebanon.

volunteer

2005-2009: Volunteer work in the years following, summer camp with children , planning activities (for children, young people and adult).

August 2014: Volunteer Activities for children with Search for Common Ground Association(SFCG).

2015: volunteer youth activities and summer camp

key Skills

Computer literacy

(MS Office: word, excel, power point, outlook) .

Statistical programs

SPSS , Python, R languages, tableaux, survey, trello).

Soft skills

responsibility, communication skills, patience, friendship, cooperation, proposing idea, mediating between people, motivating other, identifying problems, data entry, raw data, data extraction, data wrangling, data analysis, data cleaning, data editing and coding, junior data scientist, market analyst, associate researcher, data visualization in tableau and other stat program, analysis for business scientist and research applications, ability to work under pressure, team player, project management system, psycho social counseling.

Languages

Arabic, french, English.

Interest

hobbies

reading, writing, cooking, volunteering, gardening, music.

Sport

tennis, walking

